

## BUILDING A CALL LIST IN LDRPS 10

Highlight the plan you wish to build a call list in. Then click Open Plan.

The screenshot displays the LDRPS 10 web application interface. At the top, there is a navigation bar with the 'STROHL SYSTEMS' logo and links for 'Personal Settings', 'Reports', 'Help', and 'Log Off'. Below this, a table titled 'Assigned' shows a list of plans. The first row is highlighted in blue and circled with a black oval. The table has two columns: 'Description of Plan' and 'Plan Name'. The highlighted row contains the text 'Bismarck 1600 E Century Ave, 110 - OMB, Risk Management' and '110150 - Risk Management (BI11ARI)' respectively.

Below the table, the 'Plan Details' section is visible. It contains the following information:

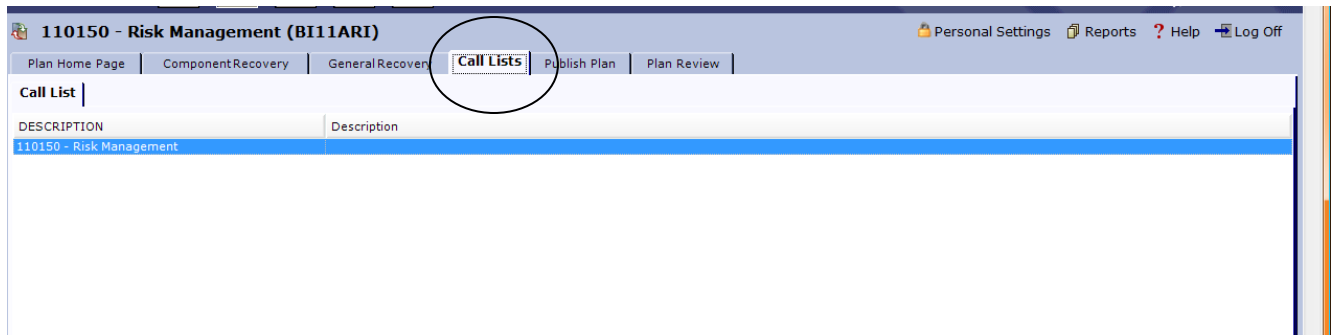
- Created on:** 4/17/2008 5:29:14 AM by: JQUINLAN
- Last Updated on:** 9/25/2008 12:56:34 PM by: ITMILAS

The 'Plan Details' form includes the following fields:

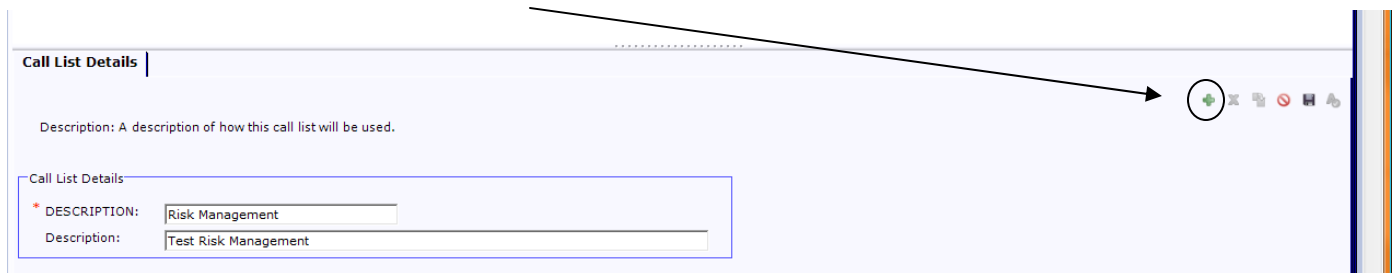
- \* Plan:** BI11ARI
- \* Plan Name:** 110150 - Risk Management (BI11ARI)
- Phase Description:** North Dakota Plans
- Department:** [Empty field]
- Business Function:** [Empty field]
- Navigator Info:** [Empty field]
- Progress Track Mode:** [Dropdown menu]

A large red arrow points down towards the 'Open Plan' button located at the bottom right of the 'Plan Details' section. The bottom of the interface shows a status bar with 'Record 1 of 1' and a search bar.

Once the plan has been opened click on Call Lists tab.



To start a new call list click on the plus sign.



Next enter a Description. Then click save button. Now your call list will show in the upper portion of the screen. Next click on Edit Call List

**110150 - Risk Management (BI11ARI)** Personal Settings Reports ? Help Log Off

Plan Home Page | Component Recovery | General Recovery | **Call Lists** | Publish Plan | Plan Review

**Call List**

DESCRIPTION	Description
110150 - Risk Management	
Risk Management	Test Risk Management

**Call List Details**

Created on: 10/30/2008 3:12:28 PM by: IDMMOEN  
Last Updated on: 10/30/2008 3:12:28 PM by: IDMMOEN  
Description: A description of how this call list will be used.

**Call List Details**

\* DESCRIPTION: Risk Management  
Description: Test Risk Management

Record 2 of 2 Search for: in

**Edit Call List**

Call List

Employee Customer Rep Vendor Rep

Show:  
☒ Primary ☐ Alternates

In Plan All

First Name	Middle Name	Last Name	Employee ID
Beth	Jeannine	Ruckheim	0050180
Brooke	Rene	Tarang	0050384
Connie	L.	Kaldor	0050218
Danielle	M.	Westerhausen	0050039
Dawn	M.	Moen	0517934
Diane	R.	Waliser	0401151
Jamie	L.	Kienzle	0050343
Jennifer	Marie	Hanson	0050168
Jessica	L.	Geffre	0050294
Kala	A.	Wangness	0050183
Kate	Emily	Martin	0050264
Katie	A.	McMillen	0486978
Maria	L.	Olson	0050473
Matthew	W.	Romans	0050178
Nicole	M.	Malard	0050265
Sean	M.	Swenson	0050237
Stephanie	Ann	Roelfsema	0050187
Tag	C.	Anderson	0083184
Tana	R.	Plecoty	0050173
Terry		Milas	7000100
Trisha	I.	Richter	0050176
Vicki	R.	Ableidinger	7000161

No one is assigned to this call list

This is the area where your call list will be built.

These are the employees listed in your plan.

Record 1 of 22

Search for: in

OK

Select the employee you want to start the call list. Double click on that employee and they will be moved to the right to start the call list.

Call List

Employee Customer Rep Vendor Rep

Show:  
☒ Primary ☐ Alternates

In Plan **All**

First Name	Middle Name	Last Name	Employee ID
Beth	Jeannine	Ruckheim	0050180
Brooke	Rene	Tarang	0050384
Connie	L.	Kaldor	0050218
Danielle	M.	Westerhausen	0050039
Dawn	M	Moen	0517934
Diane	R	Waliser	0401151
Jamie	L	Kienzie	0050343
Jennifer	Marie	Hanson	0050168
Jessica	L	Geffre	0050294
Kala	A	Wangness	0050183
Kate	Emily	Martin	0050264
Katie	A	McMillen	0456978
Maria	L	Olson	0050473
Matthew	W	Romans	0050178
Nicole	M	Malard	0050265
Sean	M	Swenson	0050237
Stephanie	Ann	Roelfsema	0050187
Tana	R	Plecity	0050173
Terry		Milas	7000100
Trisha	I	Richter	0050176
Vicki	R	Ableidinger	7000161

Search for: ' in

Record 1 of 21

Use this area to the left to search for employees.

OK

Make sure the person starting the call list is outlined in green and then select the next employee that person will be calling and so on. Below is an example call list. When your call list is finished select OK.

**Call List**

**Employee** | Customer Rep | Vendor Rep

Show: ☒ Primary ☐ Alternates

**In Plan** | All

First Name	Middle Name	Last Name	Employee ID
Beth	Jeannine	Ruckheim	0050180
Brooke	Rene	Tarang	0050384
Connie	L.	Kaldor	0050218
Danielle	M.	Westerhausen	0050039
Jamie	L.	Kienzle	0050343
Jennifer	Marie	Hanson	0050168
Jessica	L.	Geffre	0050294
Kala	A.	Wangness	0050183
Kate	Emily	Martin	0050264
Katie	A.	McMillen	0456978
Maria	L.	Olson	0050473
Matthew	W.	Romans	0050178
Nicole	M.	Malard	0050265
Sean	M.	Swenson	0050237
Stephanie	Ann	Roelfsema	0050187
Tana	R.	Plicity	0050173
Trisha	I.	Richter	0050176

Record 1 of 17

Search for:  in

**Call Flow Diagram:**

- Anderson, Tag [Emp] 701/258-7458 701/328-7580
  - Moen, Dawn [Emp] 701/355-4282 701/328-7584
  - Ableidinger, Vicki [Emp] 701/258-2220 701/328-7581
  - Waltzer, Diane [Emp] 701/255-0267 701/328-7583
  - Milas, Terry [Emp] 701/258-8531 701/328-7582

**OK**